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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 24 AUGUST 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

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II. Items/Events of Major Interest:

a. Exterior Planters - Seventh Floor: On 17 August 1983 boxwoods on the seventh floor terrace were transplanted from three rotting planters into five replacement fiberglass planters. Two additional fiberglass planters are on order for the remaining plants. When received in six weeks, all plant containers will be fiberglass and will be placed symmetrically across the front of the terrace.

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b. Reupholstery of Chairs - DCI Suite: The three lounge chairs removed last week from the DCI secretarial area were reupholstered and returned on 23 August 1983. Office occupants are delighted with the result.

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c. Installation of Air Handler Unit - DCI Office: General Services Administration (GSA) engineers have finished their portion of this installation, completing the work in Room 7C-35 Headquarters Building.

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d. Drawings by Architectural Design Staff, LSD/OL: Drawings for the construction of a phone table in Room 7E-26 Headquarters Building for the Associate Deputy Director for Operations have been completed and were issued to the Space Maintenance and Facilities Branch (SM&FB), LSD/OL, on 22 August 1983.

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Drawings were completed for VTR conversion in Room 5F-1203 Headquarters Building for OSO and were submitted to SM&FB.

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Drawings for the installation of showers in Room 1A09 for OSO were completed and were issued to SM&FB. In addition, drawings will be sent to GSA.

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h. Installation of Carpeting: Approximately 100 square yards of carpet was installed in the Chamber of Commerce Building on 18 August 1983 for the Office of Training and Education (OTE), and approximately 400 square yards of carpet was installed in Rooms 2C-45, 2B-16, and 2B-28, Headquarters Building, on 19 and 20 August 1983 for the Directorate of Operations. []

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i. Scheduled Contractor Inspection - 2430 E Street: Although arrangements had been made with GSA for a contractor walk through on 16 August 1983 for upcoming renovations to the buildings at 2430 E Street, not a single contractor arrived for the inspection. The GSA Project Officer noted that this was not uncommon, and despite the lack of onsite inspections, he still expected to receive bids on the renovation contracts. []

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k. Renovations at Headquarters Building: Removal of 20 feet of partial-height partition and installation of 20 feet of full-height partition in Room 6D-0001 for the Near East Division was begun on 24 August 1983. []

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Carpenters have completed the installation of door locks, soundproof gaskets and baseboard molding in Rooms 1F-005/023, the polygraph area, Office of Security. They are now in the process of installing the automatic door closures on the bottom of the six doors to the interview rooms and should be completed by Wednesday, 24 August 1983. All that remains to complete this job is touchup painting of the doors.

Conversion of Room 1B-04/24, Domestic Networks Division, Office of Communications, was completed with the installation of critical power and two sliding deadbolts.

Alterations to the Communications Equipment Room on the second floor of Headquarters Garage have been completed.

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The sheetmetal shop worked overtime last week to complete the installation of expanded metal for the VTR, Room GG-1903, International Activities Division, DDO. Painting of this area has been completed, and the only item remaining is the installation of critical power.

Major renovations in Room 1G-51 for the Office of Central Reference have been completed. []

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1. Renovations in Reception Area - Ames Building: The renovation work in the reception area at Ames Building, Washington Area Recruitment Office, Office of Personnel, has been inspected and approved by all pertinent Arlington County officials. []

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m. GSA Cutoff Date: The Rosslyn and State Department Field Offices of GSA stopped accepting Reimbursable Work Authorizations for FY 1983 as of Friday, 19 August 1983. []

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III. Significant Events Anticipated During the Coming Week:

Renovations at Chamber of Commerce Building: []

[] has received approval to proceed with renovations for the Office of Training and Education in the classroom areas, Rooms 506 and 522. Construction is tentatively scheduled to begin the week of 29 August 1983.

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Chief
Logistics Services Division

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